

DEVELOPMENT SERVICES DEPARTMENT  
**Building Safety Division**



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## RESIDENTIAL ADDITION/ALTERATION PERMIT APPLICATION

<b>Project Name:</b> _____ <b>Property Address:</b> _____ <b>Sq. Ft.:</b> _____ <b>Parcel #:</b> _____ <b>Lot#:</b> _____ <b>Project valuation:</b> _____ <b>City's valuation:</b> _____ <b>Property Owner:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Email:</b> _____ <b>Contact name for inspections:</b> _____ <b>Contact phone # for inspections:</b> _____	<b>Contact Person:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____ <b>Licensed Contractor: (Required prior to permit issuance!)</b> <b>Company Name:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>ROC License #:</b> _____ <b>Class:</b> _____ <b>AZ State Tax #:</b> _____ <b>Phone #:</b> _____  <b>Signature of Owner/Owner's Representative:</b> _____ <b>Date:</b> _____
<p><b>Property Owner and Contact Person will be notified via email when comments/plans/permits are available for pickup.</b></p> <p><b>ALL SUBMITTALS FOR THE ABOVE ARE TO INCLUDE THE FOLLOWING:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1 completed Residential Addition/Alteration Permit Application</li><li><input type="checkbox"/> 1 completed ANSI Square Footage Certification Form</li><li><input type="checkbox"/> 1 completed Special Inspection Certificate with resumes for each Special Inspector for the required Special Inspections <b>(if applicable)</b></li><li><input type="checkbox"/> 2 copies of detailed plans including:<ul style="list-style-type: none"><li><input type="checkbox"/> 2 copies of the plot plan detailing the location and setbacks of the addition/alteration</li><li><input type="checkbox"/> 2 copies of the sealed truss calculations and placement diagram</li><li><input type="checkbox"/> 2 copies of the dimensioned floor plan, elevation drawings, architectural, electrical, mechanical, plumbing, foundation, framing</li><li><input type="checkbox"/> 2 copies of sealed structural calculations. Please note that if sealed structural calculations are provided, all structural sheets shall be sealed, signed and dated as well. This may not be required if a prescriptive construction method is utilized.</li></ul></li></ul>	<p><b>This application is hereby made for permission to do the following:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Fees:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Residential <b>(tenant occupied)</b>: Permit fees based on valuation + <b>\$35.00 non habitable / \$100.00 habitable (plan review fee is due at the time the submittal is made)</b></li><li><input type="checkbox"/> Residential <b>(not tenant occupied)</b>: Permit and plan review fees based on valuation (plan review fee is due at the time the submittal is made)</li><li><input type="checkbox"/> Residential Revision <b>(tenant occupied)</b>: \$35.00 + \$100.00 per hour for 3<sup>rd</sup> and subsequent reviews</li><li><input type="checkbox"/> Residential Revision <b>(not tenant occupied)</b>: \$100.00 per hour <b>plus</b> the cost of any additional permit and plan review fees incurred by a change order that results in an adjusted valuation (ALL plan review fees are due at the time the submittal is made)</li></ul>

Date Filed: \_\_\_\_\_ Rcvd By: \_\_\_\_\_ Permit #: \_\_\_\_\_ Plan Review Fee Rcvd: \_\_\_\_\_